



The University System of
Georgia's Core Curriculum Online

Affiliate Institutions:

Columbus State University (706) 568-2035
Floyd College (706) 295-6339 or 1(800) 332-2406
Georgia Southwestern State University (229) 928-1331
State University of West Georgia (770) 836-6438
Valdosta State University (229) 333-5727

**eCore[®] classes at
COLUMBUS STATE UNIVERSITY**

Spring 2004 Semester Important Dates

| | |
|----------------------------|---|
| Classes Begin | January 12 |
| Drop/Add | January 12-14 |
| Course Withdrawals | January 15 - March 1 |
| eCore [®] Holiday | January 19 |
| Classes End | April 15 |
| Final Exams | April 19, 20, 21 |
| Grades available | Around May 7 (at Columbus State University) |

Drop or Add

Drop or add a course during the first three days of the semester by signing into Columbus State University's BanWeb, <http://academics.colstate.edu/ISIS/>

Withdrawal

After the first three days of the term, if you decide that you wish to withdraw from your class, you must complete the Course Intent to Withdraw form, <http://webct.usg.edu/eCore/withdraw/>. Please review the withdrawal policies at your institution prior to submitting this form. This form notifies the registrar at your affiliate institution of your withdrawal. *If you stop participating in your course without submitting the proper withdrawal form, you may receive an "F" for the course.*

Proctored Examinations

Each eCore course will have a minimum of one, and as many as three proctored examinations. You schedule your proctored exams at a test site of your choice. The date of the test and address of the test site must be reported to the eCore Testing Coordinator at least 15 business days prior to the date of your exam. Failure to allow a 15 business day notification may result in charges for overnight fees. If you have questions, please contact the testing coordinator at 1-866-248-5179, testing.coordinator@gactr.usg.edu.

Student Support

eCore[®] Advisor at Columbus State University – Sherry Brinson, Brinson_Sherry@colstate.edu

eCore[®] Website - <http://www.alt.usg.edu/ecore/>

WebCT Support Desk – <http://webct.usg.edu/support/>, 1-877-855-3238

Contact Information Form – <http://www.alt.usg.edu/ecore/changecontact.html>

Textbooks - <http://direct.mbsbooks.com/ecore.htm>

Checklist prior to first day of class

— **A wealth of information on the various aspects of eCore® is available to you in the *Student Guide to eCore® course* into which you are automatically placed.** When you log in to verify that your ID and password work, you will have the option to begin this course. You should do so as soon as possible as many of the WebCT skills you need to be successful are explained.

— **Review the information included in the course expectations and technical requirements.** Go to <http://www.alt.usg.edu/ecore/computer.html>.

— **Make sure that your web browser (Internet Explorer or Netscape) is set up properly so that you will be able to access your course.**

Prior to logging in the first time, we recommend that you visit the web browser tune-up page. The browser tune-up will ensure that you are using a supported web browser and it includes step-by-step instructions to make sure your web browser settings are optimized, <http://www.webct.com/browser>.

Students using the AOL web browser sometimes experience technical problems, please read the "AOL USERS READ THIS". It is strongly advised that you use Internet Explorer or Netscape as your web browser for these classes.

Students enrolled in mathematics courses will need to install the Math Viewer Plug-in. This plug-in is necessary for you to view the equations in the courses. Download the "WebEQ Browser Controls" from, <http://www.dessci.com/en/products/webeq/webeq.asp>.

— **Buy your textbooks and other course materials.** The required textbooks for all eCore[□] classes are listed on the MBS Direct web site, <http://direct.mbsbooks.com/ecore.htm>. You may order your books online or by telephone by calling 800-325-3252. You may purchase your books at any bookstore.

— **Notify us of e-mail address.** If you do not receive this letter via email or if your contact information changes at any point during the term, please let us know by filling out the following form, <http://www.alt.usg.edu/ecore/changecontact.html>.

How to log into your eCore[□] course:

Log into your eCore[□] course using WebCT: (For MATH 1401 only.)

1. Go to this web site address, <http://webct.usg.edu>
2. Click on 'Log in to My WebCT'. DO NOT create a username.
3. Enter your WebCT username and password following the format below (including small and capital letters and underscores). Usernames exclude spaces, Roman numerals, apostrophes and periods.

Username: «WebCT_Username»
Password: «WebCT_Password»

4. Click once on 'Log In'. This will take you to your MyWebCT Homepage. This page includes links to all the courses in which you are enrolled.
5. To access a specific course, click once on the Name of the course. This is where you will find the student guide, course syllabus, assignments, lecture notes and other information for your class. *You will not be able to log on to your courses until the first day of class, but you will be able log on to the eCore[®] Orientation course prior to the first day of class.*

Your instructor will have an assignment that you must complete during the first week of class. *Please complete this assignment as early as possible to verify your enrollment in the class.* If you have problems logging in, please contact the WebCT Support desk <http://webct.usg.edu/support/>.

Log into your eCore[□] course using Vista: (For all other courses.)

1. Go to this web site address, <http://vista.usg.edu>.
2. Click once on 'University System of Georgia Collaborative Programs'. **DO NOT** click on 'Columbus State University'.
3. Click once on Log in.
4. Enter your Vista username and password exactly as they appear in this letter (including small and capital letters and underscores). Usernames exclude spaces, Roman numerals, apostrophes and periods.

Username: «WebCT_Username»
Password: «WebCT_Password»

5. Click once on OK. This will take you to your Vista Homepage. This page includes links to all the courses in which you are enrolled.
6. To access a specific course, click once on the Name of the course. This is where you will find the student guide, course syllabus, assignments, lecture notes and other information for your class. *You will not be able to log on to your courses until the first day of class, but you will be able log on to the eCore[®] Orientation course prior to the first day of class.*

Your instructor will have an assignment that you must complete during the first week of class. *Please complete this assignment as early as possible to verify your enrollment in the class.* . If you have problems logging in, please contact the WebCT Support desk <http://webct.usg.edu/support/>.